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Use of TRANSPOSE and HYPERLINK Function in MS Excel



Microsoft Excel

Module 37 - Use of TRANSPOSE and HYPERLINK Function in MS Excel

1. Using TRANSPOSE Function

You can change the orientation of an array using the TRANSPOSE function from vertical to horizontal or vice versa. An array formula requires you to enter the function in a range with the same number of rows and columns as the source.

The syntax of the transpose function is:

=Transpose(array)

The following sample spreadsheet will transpose the array with employee names, departments, countries of origin, and payouts.

First, find out how many rows and columns are in your original array. After that, select the exact number of cells as the original range, but in the other direction.

	A	B	C	D	E
1	Name	Country	Department	Payout	
2	Afton Prandi	Thailand	Furniture	\$31,154	
3	Rhys Fourman	Philippines	Stationery Supplies	\$40,856	
4	Loretta Daybell	Albania	Furniture	\$24,654	
5	Alia Gidman	China	Books	\$30,463	
6					
7					
8					
9					
10					
11					

For example, we have five rows and three columns, so we must select three rows and five columns of cells for the transposed data.

In our case, we have five rows and four columns, so you need to select four rows and five columns.

Select a blank range of cells and enter the formula:

=TRANSPOSE(A3:D12)

Do not press the 'Enter' key. At this stage, your spreadsheet will look like this -

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Name	Country	Department	Payout
Afton Prandi	Thailand	Furniture	\$ 31,154
Rhys Fourman	Philippines	Stationery Supplies	\$ 40,856
Loretta Daybell	Albania	Furniture	\$ 24,654
Alia Gidman	China	Books	\$ 30,463

Formula bar: =TRANSPOSE(A1:D5)

Now, press 'Ctrl + Shift + Enter', this will transpose the data. Remember, it's a mandatory step.

Name	Country	Department	Payout
Afton Prandi	Thailand	Furniture	\$ 31,154
Rhys Fourman	Philippines	Stationery Supplies	\$ 40,856
Loretta Daybell	Albania	Furniture	\$ 24,654
Alia Gidman	China	Books	\$ 30,463

Name	Afton Prandi	Rhys Fourman	Loretta D	Alia Gidman
Country	Thailand	Philippines	Albania	China
Department	Furniture	Stationery Supplies	Furniture	Books
Payout	\$ 31,154	\$ 40,856	\$ 24,654	\$ 30,463

Formula bar: {=TRANSPOSE(A1:D5)}

An array formula must permanently be terminated by pressing CTRL + SHIFT + ENTER. This combination places a set of brackets around the formula in the formula bar. This ensures that the result is treated as an array of data and not a single cell value.

Note - While using the TRANSPOSE formula, count and select the given number of columns/rows only. You won't be able to change that further (check below).

Name	Country	Department	Payout
Afton Prandi	Thailand	Furniture	\$ 31,154
Rhys Fourman	Philippines	Stationery Supplies	\$ 40,856
Loretta Daybell	Albania	Furniture	\$ 24,654
Alia Gidman	China	Books	\$ 30,463

Name	Afton Prandi	Rhys Fourman	Loretta D	Alia Gidman
Country	Thailand	Philippines	Albania	China
Department	Furniture	Stationery Supplies	Furniture	Books
Payout	\$ 31,154	\$ 40,856	\$ 24,654	\$ 30,463
	#N/A	#N/A	#N/A	#N/A

Microsoft Excel dialog box: You can't change part of an array.

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2. Paste Special Transpose

You can use the Paste Special option in Excel to paste the transposed data. Create a table adjacent to your existing array and copy your data.

	A	B	C	D	E	F	G	H	I
1		Name	Country	Department	Payout				
2	Afton Prandi	Thailand	Furniture	\$ 31,154					
3	Rhys Fourman	Philippines	Stationery Supplies	\$ 40,856					
4	Loretta Daybell	Albania	Furniture	\$ 24,654					
5	Alia Gidman	China	Books	\$ 30,463					

Select the new table array and go to Paste ⇒ Paste Special.

	B	C	D	E	F	G	H	I
1		Country	Department	Payout				
2	Thailand	Furniture	\$ 31,154					
3	Philippines	Stationery Supplies	\$ 40,856					
4	Albania	Furniture	\$ 24,654					
5	China	Books	\$ 30,463					

A window with different options to format your content will pop up before pasting it. Locate Transpose and check that option.

Paste Special

Paste: All Formulas Values Formats Comments Validation

Operation: None Add Subtract Multiply Divide

Skip blanks **Transpose**

Your table data has now been transposed on the adjacent table array.

	A	B	C	D	E	F	G	H	I	J	K
1		Name	Country	Department	Payout		Name	Afton Prandi	Rhys Fourman	Loretta Daybell	Alia Gidman
2	Afton Prandi	Thailand	Furniture	\$ 31,154		Country	Thailand	Philippines	Albania	China	
3	Rhys Fourman	Philippines	Stationery Supplies	\$ 40,856		Department	Furniture	Stationery Supplies	Furniture	Books	
4	Loretta Daybell	Albania	Furniture	\$ 24,654		Payout	\$ 31,154	\$ 40,856	\$ 24,654	\$ 30,463	
5	Alia Gidman	China	Books	\$ 30,463							

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To Create a hyperlink

Select the text you want to link, go to the "Insert" tab, and click "Link" or use the shortcut Ctrl+K. In the "Insert Hyperlink" dialog box, paste the URL or choose to link to a place in the document or another file, then click "OK".

Here's a more detailed breakdown:

Select the text: Highlight the word you want to turn into a hyperlink. Open the Hyperlink dialog:

Method 1: Go to the "Insert" tab, and click "Link".

Method 2: Right-click on the selected text and choose "Link".

Method 3: Press Ctrl+K.

Choose your link type: In the "Insert Hyperlink" dialog box, you can:

Link to an existing file or web page: Type or paste the URL in the "Address" field.

Link to a place in the document: Select "Place in This Document" and choose a heading, bookmark, or slide to link to.

Link to a new email message: Select "Create a New Document" and the link will open a new email when clicked.

Click "OK": This finalizes the hyperlink creation.

To edit or remove a hyperlink:

Right-click the hyperlink and choose "Edit Hyperlink" to modify it or "Remove Hyperlink" to delete it.

